# **Children's Mental Health Waiver**

# Provider Procedure for: Convening a Family Care Team Meeting

Implementation Date: 7/1/06

Revision Date: 9/1/07

#### Overview

Family Care Team meetings may be called by the youth and family served, family support persons identified by the youth and family, as well as any Family Care Team member. Family Care Team meetings should be convened as soon as possible after a problem is identified, so it can be evaluated and addressed in a timely manner.

No meeting of the Family Care Team should be held without the youth or parent/guardian and the Family Care Coordinator present or participating in another form. Every effort should be made to accommodate the attendance of any support persons the youth and family request be present. Family Care Team members attendance should be dictated by their level of involvement and need for participation in topics to be discussed.

## **Waiver Provider Roles and Responsibilities**

### Family Care Coordinator will:

- Work with the youth and family to convene a Family Care Team meetings:
  - As soon as possible after the request is received.
    - Family Care Team members will be notified of the meeting, giving as much notice as possible, depending on the urgency of the situation prompting the meeting.
  - To discuss problems/issues identified through service provision and monitoring.
  - o To review trends identified through incident report monitoring, as applicable.
- Facilitate the Team meeting and complete Family Care Team Meeting Minutes form (FCC-9) to document discussion and actions taken.
  - Follow applicable waiver provider procedures to facilitate outcomes of Family Care Team meetings.
  - Maintain the original copy of all Family Care Team Meeting Minutes in the youth's waiver file.
- Provide copies of Family Care Team Meeting Minutes to youth and family and all involved Family Care Team members.
  - This is the means to communicate agreed upon actions to be taken and scheduled follow-up that will be done.
  - Provide copies of meeting minutes to Waiver Program upon request.
- Monitor to completion any assignments given as a result of the Family Care Team meeting with follow-up done on at least a monthly basis.
  - Problems identified will first be discussed with the involved Family Care Team member(s) and then with the Waiver Program if needed.

### Waiver Service Providers will:

- Request the convening of the Family Care Team to discuss problems/issues identified through service provision and monitoring.
- Complete assignments received through the Family Care Team meeting within established time frames.

- Follow applicable waiver provider procedures to facilitate outcomes of Family Care Team meetings.
- Maintain a copy of all Family Care Team Meeting Minutes provided by the Family Care Coordinator in the youth's waiver file.